

## ROSS COUNTY COMMON PLEAS COURT

### E-Filing User's Guide

The User's Guide for Ross County Common Pleas Court e-Filing is a quick reference for utilizing the Court's electronic filing system. All e-filers must be registered with the Clerk of Courts before access will be granted to the e-filing website. The registration link for e-filing can be found at [www.courts.co.ross.oh.us](http://www.courts.co.ross.oh.us) under Record Search.

E-filing is permitted in the following case types:

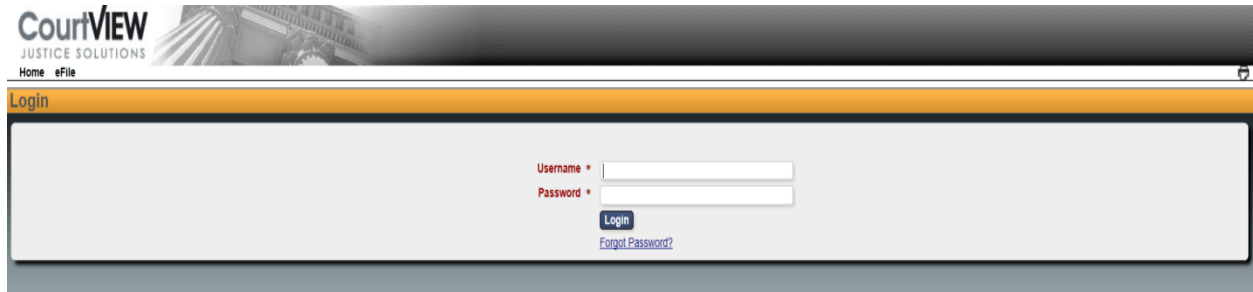
- Civil Cases (excluding civil protection orders)
- Domestic Cases (excluding domestic violence protection orders)

Filing documents must be in a PDF format, with the exception of proposed orders, which must be in Word format and provide for electronic signature by the judge or magistrate. E-filers must have a credit card and are responsible for a 4% service fee with a minimum of \$2.00.

All e-filers are responsible for maintaining their passwords for the e-filing site and will be required to update their passwords on a routine basis. Additionally e-filers are responsible for redaction of personal, confidential, or private information from documents submitted.

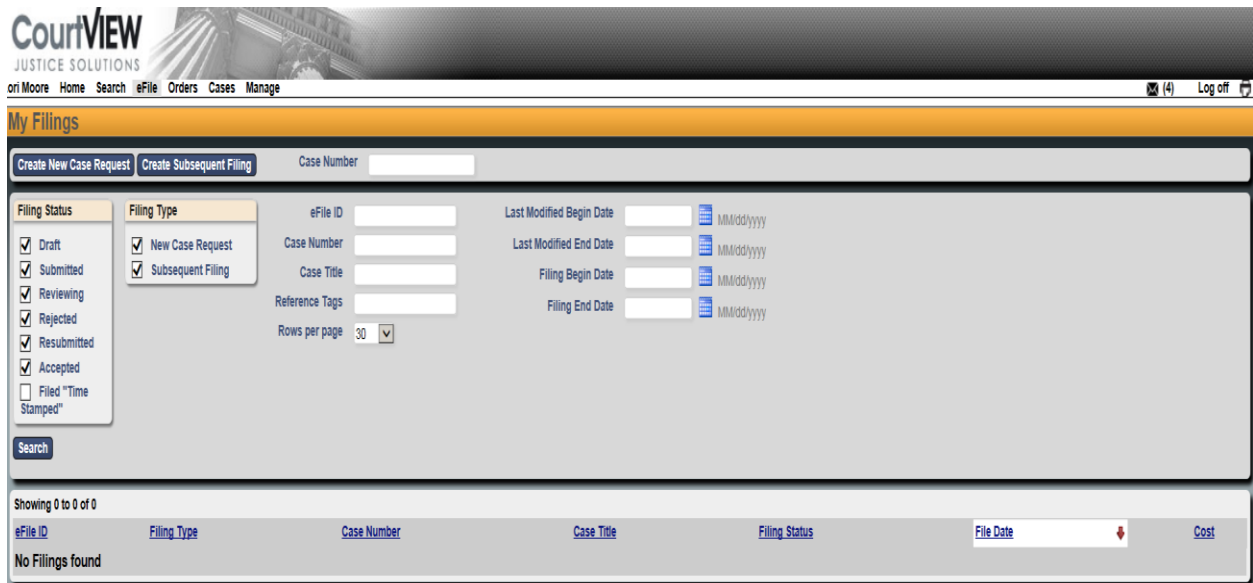
## e-Filing with Ross County Common Pleas Court

Logon to the e-Filing:



The login page features the CourtVIEW JUSTICE SOLUTIONS logo at the top left. Below the logo are links for 'Home' and 'eFile'. The main heading is 'Login'. The login form includes fields for 'Username \*' and 'Password \*', a 'Login' button, and a 'Forgot Password?' link.

### NEW CASE PROCEDURES:



The 'My Filings' page shows options to 'Create New Case Request' or 'Create Subsequent Filing'. It includes a 'Case Number' input field. On the left, there are two columns of checkboxes: 'Filing Status' (Draft, Submitted, Reviewing, Rejected, Resubmitted, Accepted, Filed "Time Stamped") and 'Filing Type' (New Case Request, Subsequent Filing). To the right, there are input fields for 'eFile ID', 'Case Number', 'Case Title', 'Reference Tags', 'Last Modified Begin Date', 'Last Modified End Date', 'Filing Begin Date', and 'Filing End Date', each with a date format 'MM/dd/yyyy'. A 'Rows per page' dropdown is set to '30'. A 'Search' button is at the bottom left. The bottom of the page shows a table header with columns: 'eFile ID', 'Filing Type', 'Case Number', 'Case Title', 'Filing Status', 'File Date', and 'Cost'. The table content shows 'Showing 0 to 0 of 0' and 'No Filings found'.

### Select: Create New Case

1. Enter Attorney Bar Number
2. Select a Case Type from the drop down list

CourtVIEW

JUSTICE SOLUTIONS

Lori Moore

Home

Search

eFile

Orders

Cases

Manage

(4)

Log o

New Case Request

Filer: Lori Moore

Attorney Bar No:

Status: Draft

Reference Tags:

Site \* COMMON PLEAS COURT

Case Type \* CIVIL

Initiating Action \* 

Choose One

Parties

Party 1

Party Type \*

Rep by Atty ☐

On Behalf Of ☐

Last Name \*

First Name \*

Middle Name

Suffix

Company \*

Address Type

Address

City

State

Zip

Phone Type

Phone

Email

Select the Action to be filed

## PARTY ENTRIES:

**CourtVIEW**  
JUSTICE SOLUTIONS

Lori Moore Home Search eFile Orders Cases Manage (4) Log off

**New Case Request**

Filler: Lori Moore Attorney Bar No:   
Status: Draft Reference Tags:

Site: COMMON PLEAS COURT  
Case Type: CIVIL  
Initiating Action: FORECLOSURE \$600.00

**Parties**

**Party 1**

Party Type: Plaintiff Address Type: DEFAULT ADDRESS Phone Type: DEFAULT PHONE

Rep by Atty: ☒  
On Behalf Of: ☐

Last Name:   
First Name:   
Middle Name:   
Suffix:   
Company:

Address:   
City:   
State:   
Zip:

Phone:   
Email:

Affiliation/Alias:   
Add Affiliation/Alias

Delete

1. Represented by Attorney (Check if applicable)
2. Select Party type (Plaintiff or Defendant)
3. Enter Party information
4. Enter Party address information (use only default address for type)

Please enter the Party information in the simplest form with the least punctuation.

Example: JOHN Q PUBLIC (Not Mr. John Q. Public)  
OLLIE O'CONNER  
MACK A MCDONALD JR  
DONNIE DELONG  
JONES TRUSS COMPANY LTD (not Jones Truss, Co. Ltd.)  
976 EDGEWOOD DR (use postal 2 letter abbreviations: Av Ct Ln Rd St Tr etc)

## DEFENDANT ENTRY:

**CourtVIEW**  
JUSTICE SOLUTIONS

Lori Moore Home Search eFile Orders Cases Manage (4) Log off

**Party 2**

Party Type: Defendant Address Type: DEFAULT ADDRESS Phone Type: DEFAULT PHONE

Rep by Atty: ☐  
On Behalf Of: ☐

Last Name:   
First Name:   
Middle Name:   
Suffix:   
Company:

Address:   
City:   
State:   
Zip:

Phone:   
Email:

Affiliation/Alias:   
Add Affiliation/Alias

Delete

1. Represented by Attorney (Check if applicable)
2. Select Party Type (Defendant)
3. Enter Party Information
4. Enter Party Address Information (use only Default Address for Type)

5. Enter phone information (use Default as Type)

#### DOCUMENT ENTRY:

**Documents**

Document 1

Document Type: CIVIL COMPLAINT FILED

Filing Fee: \$158.00

Page Count: 10

Document Note:

**Attachments**

File Name	Page Count	Date Uploaded	
<a href="#">foreclosures.pdf</a>	10	10/06/2016 02:44 PM	<a href="#">Delete</a>

Upload Attachment:  [Browse...](#) (PDF 10048 KB max)

[Delete](#)

**Add Document**

**Filing Note**

Use this area for any additional notes or instructions.

Convenience Fee	\$31.58	4%
Action Costs	\$600.00	
Document Fee	\$158.00	
Total	\$789.58	
Paid	\$0.00	
Owed	\$789.58	

[Cancel](#) [Save](#) [Continue with Filing](#)

1. Select: e-File Document
2. Click on Browse and select your PDF document.  
Review Costs and Fees – Add Filing Notes (optional)
3. Cancel – Save – Continue with Filing
  - a. Cancel (Clears all)
  - b. Save (Saves all entries as: Draft)
  - c. Continue with Filing  
Filing will be saved as Draft and filer can enter next filing or submit all filings to the court. Payment is required to submit the filings.

#### ADD TO CART:

This will allow you to Save and go to the next filing.

[Return](#) [Modify](#) [Add to Cart](#)

#### SUBMIT FILINGS:

This will allow you to Check Out. All filings submitted will be totaled and ready for payment. You can remove a filing at this point if necessary.

https://rosseaccessstm.courtview.com/eservicestrm/efilecart.page.14

**CourtVIEW**

Dionna Orr Home Search eFile Orders Calendar Cases \$291.20(1) (7) Log off

**Filing Cart**

Filing Description

New Case Request 190 Fees ☐

Case Type CIVIL \$291.20 ☐

Initiating Action OTHER CIVIL (efiling)

Payment by Credit Card Fee Total \$291.20

Return to My Filings Submit Filings and Pay Now Submit Filings Without Payment Remove from Cart

## AUTHORIZATION AND PAYMENT:

After submitting your filings, you will be redirected to a screen for review of the payment amount. Check both boxes and then select “PAY BY CARD.”

Your filing costs will be added to a Shopping Cart. All charges and fees will accumulate.

**eQuivant** Select Language ▼

**Payment**

Please review the payment amount.

☒ I acknowledge that the third party merchant processor for this payment will be Five Point Payments LLC. I acknowledge that the service fee will appear as a separate transaction on my card statement. All payments are final.

☒ You hereby acknowledge and agree that this is a payment for a judicial related charge that can in no way be disputed, charged back, refunded or recalled. Should this charge be disputed by you without authority, you acknowledge and agree that you will be subject to civil and criminal penalties, including but not limited to, jail time and fines up to \$500 per instance, for civil recovery of all fees paid, plus service fees, plus costs, plus attorney fees, plus any incidental or associated damages.

CASEID	EFILING 1000
AMOUNT	\$24.00
SERVICE FEE	\$2.50
TOTAL	\$26.50

**PAY BY CARD**

## Credit Card

Complete information on screen to pay with credit card.

There is NO option to be billed later.

After authorization and payment, you will receive an email from the Clerk of Courts acknowledging the submittal of your filings. NOTE: Submittal does not mean acceptance.

## REVIEW BY CLERK AND ACCEPTANCE OR REJECTION:

A Clerk will review your submittals and accept or reject the filings. Accepted filings will create a case, capture the authorized payment and email you with the case information.

Rejected filings will be returned with a description of the rejection issue.

It is the responsibility of the filer to promptly remedy any errors and to resubmit.